

Municipal Court Career Opportunity

MUNICIPALITY: Manfeild Township Municipal Court

VICINAGE: Somerset/Hunterdon/Warren Vicinage

POSITION TITLE: Part-time Violations Clerk

SALARY RANGE: \$10.00-12.00 an hour based on experience

POSITION DESCRIPTION AND REQUIREMENTS

The Mansfield Township, County of Warren, State of New Jersey seeks a Violations Clerk for part time employment. Position will commence in early November. Compensation will be commensurate with qualifications and experience. Mansfield Township is a shared court with Washington Township, Oxford Township and the Borough of Washington. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Experience in court administration, case flow management, working knowledge of ATS/ACS systems preferred. Must possess the ability to work with the general public, staff and professionals and to perform related duties as required.

Experience

One (1) year of experience in work related to the operation of a court, law enforcement agency, law office or government agency, including the preparation and/or processing of legal documents.

Please submit cover letter and current resume to:

J Edward Palmer, Judge

Mansfield Township Municipal Court
100 Port Murray Road
Port Murray NJ 07865

The Mansfield township is an Equal Opportunity Employer.

**** NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.